

The Facilities Development Overview Class will start promptly at **9:00 am** on both days and end around **4:30pm**. There is an extensive amount of material to cover so being on time is important.

*****Very Important*** If you are not able to attend this class please let me and your supervisor know ASAP so that we can allow room for other participants.**

This class will be held at the Ziggurat Building (pyramid shape building) located at 707 3rd Street, West Sacramento, CA 95605 on the 5th floor in conference room 5-235 (Please sign-in & get a visitors pass at the security desk in the building lobby.). Notice that **we are located in West Sacramento**. If you are using MapQuest or another internet mapping site, please be sure to specify West Sacramento, as Downtown Sacramento also has a 707 3rd street address.

******Also please note the parking instructions. If you should choose to park on the street near the building please note that it is only one hour parking. The pace of the module cannot accommodate hourly breaks to move your car, so if you choose to park there, be aware that a \$35.00 ticket is likely. Also, do not park in front of the building. We strongly encourage you to use the parking structure beside the ziggurat building. Check with your office regarding parking fee reimbursement policy.

There is also a café on the first floor of our building that serves a variety of items. They are only able to accept cash, but there is a Golden One ATM near the café entrance.

***** If you are coming from out of town and need to make hotel arrangements, we recommend staying in Downtown Sacramento. Unfortunately, we do not have a list of hotels in the area to issue to you but recommend checking online for affordable rates. Most hotels in the area offer a state rate discount to Government employees. but often it's only available if they expect to have many open rooms on the dates in question. So, it is a possibility that they will tell you they do not offer a government discount if they expect to be booked up.

*****Again, if you have any questions and if for some reason you cannot attend please email or call the FDO Coordinators below and we will do our best to help you.*****

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